

**EMS ACCOUNT III FY2015  
GRANT**

YOU RECEIVED AN AWARD

# WHAT DO I NEED TO DO NEXT?

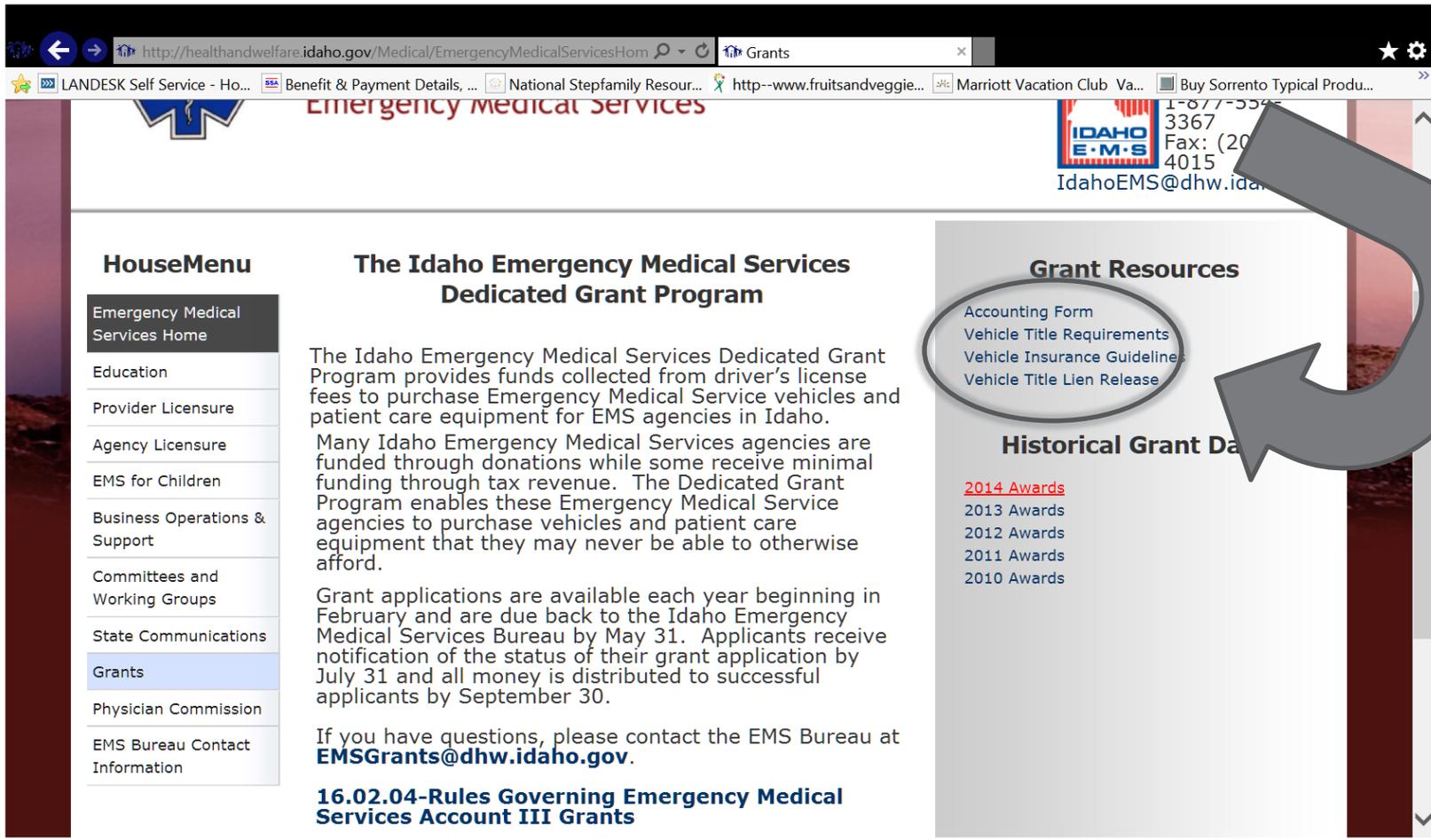
1. Order your vehicle or equipment as soon as possible
2. Pay for your vehicle or equipment
3. Within 30 days of receiving your vehicle or equipment, send the Accounting Form with the necessary documentation to the Bureau
4. If you are getting a vehicle, you must do **1** more thing  
You must send the bureau proof that you have ordered the vehicle by 12/31/2014. Failure to do so puts you in violation of the contract you signed and you may be asked to return the funds

# HOW LONG DO I HAVE TO SPEND THE MONEY?

1. You must spend the grant funds and show proof of it no later than June 1, 2015
  2. This does not mean you have until then to spend the funds, it means you have to return the Accounting Form with the appropriate documentation to the Bureau by June 1, 2015
  3. Even if you haven't received the equipment or vehicle you ordered, you must arrange to pay the vendor the amount of the grant funds
  4. If you don't submit this proof by June 1, you have to give us back ALL of the money you received for your vehicle and/or equipment
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# WHERE DO I GET THE ACCOUNTING FORM?

The Accounting Form is on our website under the Grants tile



The screenshot shows a web browser window with the URL <http://healthandwelfare.idaho.gov/Medical/EmergencyMedicalServicesHome>. The page title is "Emergency Medical Services". The main content area is titled "The Idaho Emergency Medical Services Dedicated Grant Program". On the right side, there is a "Grant Resources" section with a list of links: "Accounting Form", "Vehicle Title Requirements", "Vehicle Insurance Guidelines", and "Vehicle Title Lien Release". A large grey arrow points from the "Accounting Form" link to the main heading of the page. Below the "Grant Resources" section is a "Historical Grant Data" section with a list of awards from 2010 to 2014. The "Accounting Form" link is circled in the screenshot.

**HouseMenu**

- Emergency Medical Services Home
- Education
- Provider Licensure
- Agency Licensure
- EMS for Children
- Business Operations & Support
- Committees and Working Groups
- State Communications
- Grants**
- Physician Commission
- EMS Bureau Contact Information

**The Idaho Emergency Medical Services Dedicated Grant Program**

The Idaho Emergency Medical Services Dedicated Grant Program provides funds collected from driver's license fees to purchase Emergency Medical Service vehicles and patient care equipment for EMS agencies in Idaho.

Many Idaho Emergency Medical Services agencies are funded through donations while some receive minimal funding through tax revenue. The Dedicated Grant Program enables these Emergency Medical Service agencies to purchase vehicles and patient care equipment that they may never be able to otherwise afford.

Grant applications are available each year beginning in February and are due back to the Idaho Emergency Medical Services Bureau by May 31. Applicants receive notification of the status of their grant application by July 31 and all money is distributed to successful applicants by September 30.

If you have questions, please contact the EMS Bureau at [EMSGrants@dhw.idaho.gov](mailto:EMSGrants@dhw.idaho.gov).

**16.02.04-Rules Governing Emergency Medical Services Account III Grants**

**Grant Resources**

- Accounting Form
- Vehicle Title Requirements
- Vehicle Insurance Guidelines
- Vehicle Title Lien Release

**Historical Grant Data**

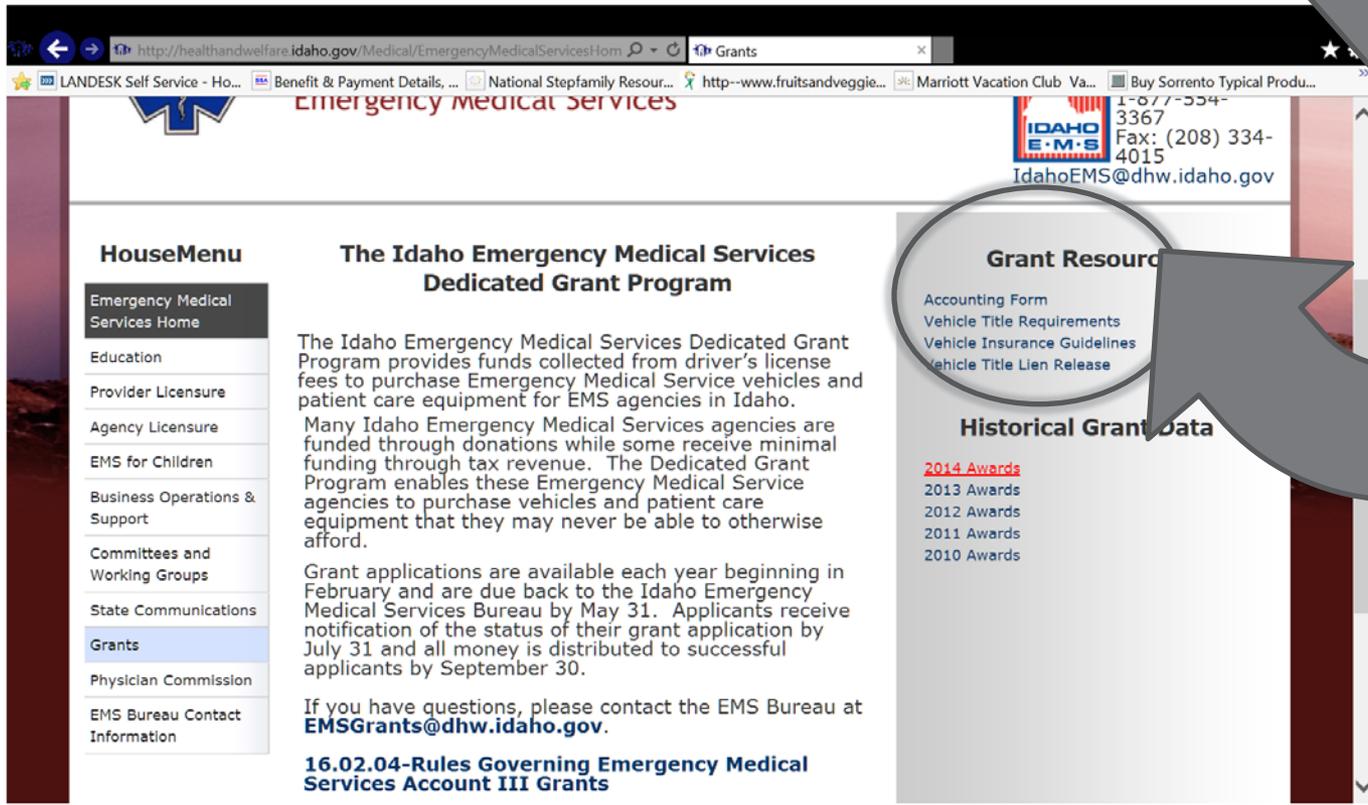
- 2014 Awards
- 2013 Awards
- 2012 Awards
- 2011 Awards
- 2010 Awards

# WHAT IF I ONLY GOT AN EQUIPMENT AWARD?

1. If a single equipment item costs \$2,000 or more, you need to include the serial number on the Accounting Form
  2. For the next 5 years, you must keep the equipment item(s) in working order and in your possession
  3. How will the Bureau know whether we still have it or that it still works? Field Coordinators will ask to see the equipment item(s) at their annual inspection for 5 years
  4. What happens if it isn't? You need to replace it with your own funds
- 

# WHERE IS THE VEHICLE ACCOUNTING FORM?

The Accounting Form that is on our website is for both equipment and vehicles



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**Emergency Medical Services**

1-877-554-3367  
Fax: (208) 334-4015  
IdahoEMS@dhw.idaho.gov

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# IS THERE ANYTHING ELSE I HAVE TO DO IF I GOT A VEHICLE AWARD?

1. You must title your vehicle correctly within 30 days of receipt of the vehicle. If titled correctly, it will be mailed directly to the Bureau
  2. You must insure it and tell your insurance company to provide a certificate of insurance to our offices
  3. If you said you are replacing a vehicle with this new vehicle, you must complete the Vehicle Replacement Form and submit it to the Bureau
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# HOW DO I TITLE THE VEHICLE?

1. Title your vehicle correctly at the DMV within 30 days after you receive it or by June 30, 2015

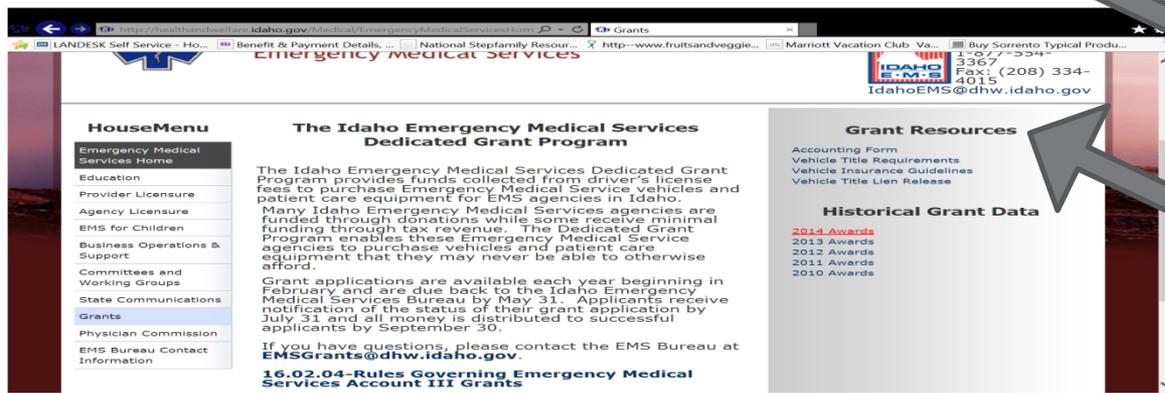
If it is titled correctly, it will be mailed to the Bureau, not you

2. Only a city or county can be listed as the owner

You may add your agency's name to the title by following the city or county name with "AND." This is only a courtesy and it is not necessary for your agency's name to be on the title

3. The 1<sup>st</sup> lienholder is the Bureau

4. If you do not title it correctly, it will be returned to you for you to redo it correctly until it is right



The screenshot shows the website for the Idaho Emergency Medical Services Dedicated Grant Program. The page includes a navigation menu on the left, a main content area with introductory text and contact information, and a right sidebar with 'Grant Resources' and 'Historical Grant Data'. A large grey arrow points from the right side of the page towards the email address [EMSGrants@dhw.idaho.gov](mailto:EMSGrants@dhw.idaho.gov) in the contact information section.

**Emergency medical services**

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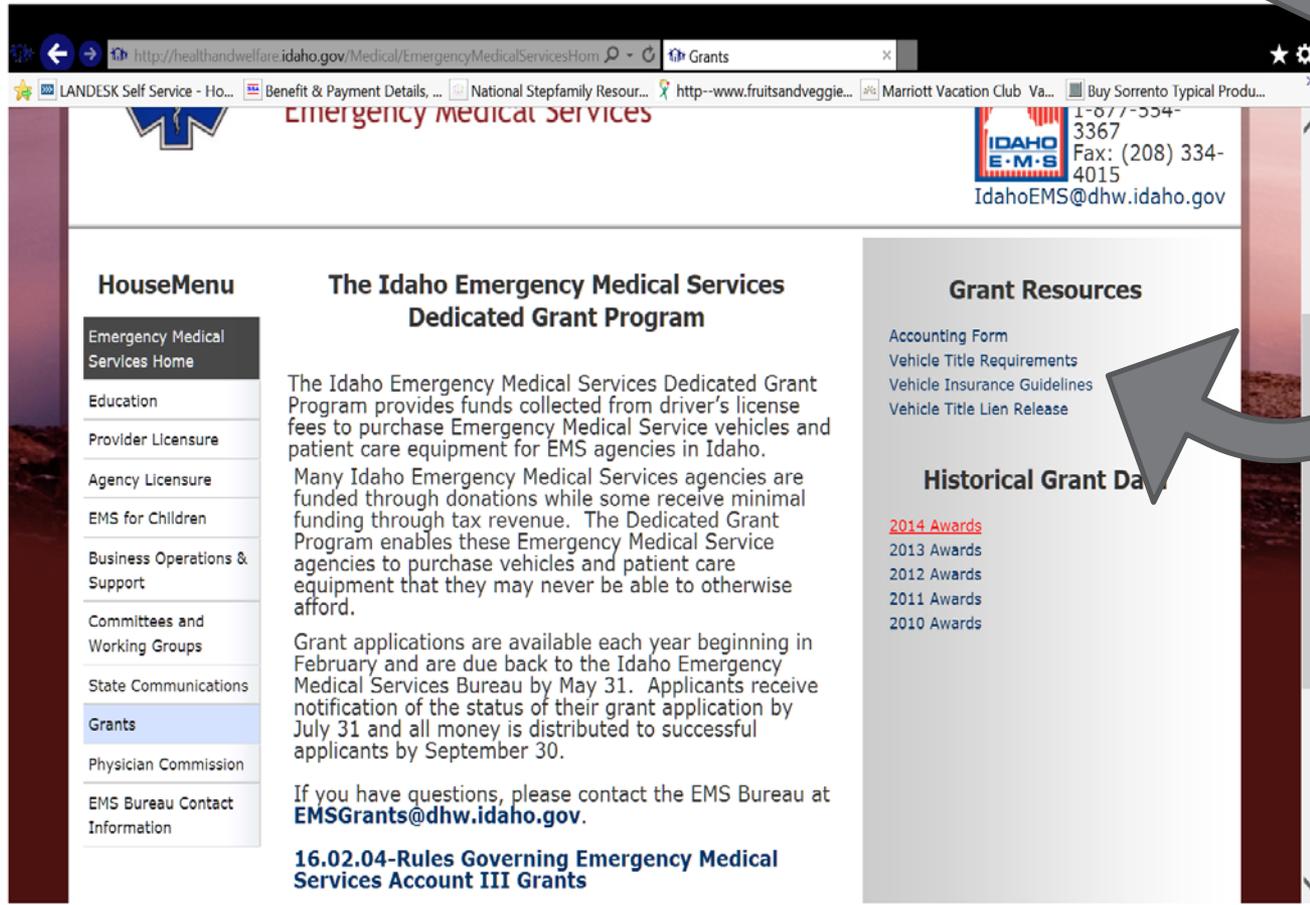
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IDAHO EMERGENCY MEDICAL SERVICES  
1-877-554-3367  
Fax: (208) 334-4015  
[IdahoEMS@dhw.idaho.gov](mailto:IdahoEMS@dhw.idaho.gov)

# WHAT KIND OF PROOF OF INSURANCE DO YOU NEED?

## 2. Provide a certificate of insurance

Your insurer must be told that the Bureau needs a copy. They will know what to do.



The screenshot shows a web browser window displaying the Idaho Emergency Medical Services website. The browser's address bar shows the URL: <http://healthandwelfare.idaho.gov/Medical/EmergencyMedicalServicesHome>. The website header includes the Idaho EMS logo and contact information: 1-877-534-3367, Fax: (208) 334-4015, and IdahoEMS@dhw.idaho.gov. The main content area is titled "The Idaho Emergency Medical Services Dedicated Grant Program". On the left, a "HouseMenu" sidebar lists various navigation options, with "Grants" highlighted. The "Grants" section contains the following text:

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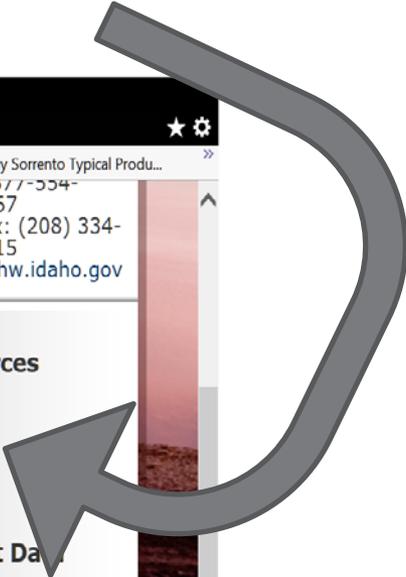
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# **WHAT HAPPENS IF I DON'T GET IT TITLED AND/OR YOU DON'T GET THE CERTIFICATE OF INSURANCE?**

**You will receive a corrective action form from the Bureau to complete and provide a plan showing how you plan to comply**

**If you still don't comply by the time we agree on, we will permanently remove the vehicle from your agency and give it to another agency in your area, regardless of whether you have paid for part of the vehicle with non grant funds**



# IS THERE ANYTHING ELSE I NEED TO KNOW IF I RECEIVED A VEHICLE?

**3. Submit a Vehicle Replacement Form if you told us you were replacing the vehicle you applied for on your application**

This form will be sent to you along with the original title once it is received by the Bureau

# **THAT'S A LOT, WHAT ELSE DO I HAVE TO DO?**

**You will be asked to show your equipment and vehicle to the Field Coordinator when they conduct annual inspections**

**You are expected to keep said vehicle and equipment in good working condition and in your possession for the life of the lien (5 years)**

**You must have your insurance company provide a certificate of insurance for your vehicle to the Bureau for the life of the lien**



# WHAT IS THE LIFE OF THE LIEN?

The Bureau of EMS and Preparedness is the lien holder on your equipment and vehicle for 5 years

At the end of the life of the lien, the Bureau has no legal interest in the *equipment* you were awarded and you don't need to do anything for this to occur

It's a different matter with a vehicle lien



# **WHAT ABOUT MY VEHICLE AND THE LIEN?**

**If you want to have the lien released on your vehicle, you have to request a lien release by filing for it with the Bureau (ITD website has the Lien Release Form)**

**Once the form is signed and returned to you and you retitle the vehicle, the Bureau has no further legal interest in the vehicle**

**If you fail to request a lien release after 5 years, you must continue to provide proof of insurance on the vehicle and it must remain in your possession**



# WHO DO I CONTACT IF I HAVE QUESTIONS?

Call or e-mail:

Kay Chicoine

208-334-5264

[chicoine@dhw.idaho.gov](mailto:chicoine@dhw.idaho.gov)

OR

John Cramer

208-334-5268

[cramerj@dhw.idaho.gov](mailto:cramerj@dhw.idaho.gov)

